



ADOPT-A-HIGHWAY

Working With Contractors

Individuals, organizations, and businesses may adopt segments of highway and have the required adoption work performed by a Caltrans-approved, professional business through contract or agreement. Adopt-A-Highway Program literature refers to businesses hired by adopters as “contractors” and groups using contractors as “sponsor groups.” A contractor can be hired to perform all or only a portion of the adoption tasks. An established adoption group can choose to hire a contractor at any time during their adoption period. Adopt-A-Highway Coordinators can provide participants with a list of Adopt-A-Highway service contractors working in their districts.

To set up this type of adoption, two Adopt-A-Highway Permit Applications must be submitted. One must be signed by the adopter and a second must be signed by contractor. Both the adopter and the contractor will be issued Encroachment Permits authorizing them to perform work on the State’s right-of-way. The contractor’s permit will be referred to as a “double” permit. Adopters may hire more than one contractor, but due to the additional paper work required, this is not recommended.

All contractors who work on the State’s right-of-way must provide proof of insurance and licensing. Requirements vary and are detailed on the following pages. Failure of the contractor to keep their insurance policies and licenses current, or to abide by the Encroachment Permit Special Provisions, shall invalidate the contractor’s permit, but not the sponsor group’s permit.

Insurance Requirements

Liability Insurance: Contractors with employees shall maintain \$1,000,000 of general liability insurance for each occurrence, plus \$2,000,000 of excess liability insurance (totalling \$3,000,000).

Contractors who do not utilize paid employees shall maintain \$1,000,000 in general liability insurance for each occurrence. No excess liability insurance is required for contractors without employees.

All certificates of liability insurance shall name the State of California Department of Transportation as additional insured.

Vehicular Insurance: Contractors shall carry \$1,000,000 in vehicular liability insurance.

Workers Compensation Insurance: Contractors that utilize paid employees shall carry \$1,000,000 in workers compensation insurance.

Business License Requirements

Contractors must maintain business license(s) as required by each county and city where work is to be performed.

Contractors State License Board (CSLB) Requirements

CSLB requirements for adoptions vary by activity and are detailed below. Contractors licenses must be held by an **owner** of the business who's name appears on the "double" Encroachment Permit. **Adopt-A-Highway Program guidelines do not permit subcontracting.**

LITTER REMOVAL

Hand collection of litter: *No contractors license is required.*

GRAFFITI REMOVAL

Painting over graffiti:

B: General Building Contractor or C-33: Painting and Decorating Contractor

WILDFLOWER OR SEEDLING TREE AND SHRUB PLANTING

Soil preparation prior to planting (tilling, digging, and/or soil amendment):

A: General Engineering Contractor or C-27: Landscape Contractor

Manual planting of seedling trees, shrubs, or wildflowers:

A: General Engineering Contractor or C-27: Landscape Contractor

Hydroseeding or drill-seeding of wildflowers:

A: General Engineering Contractor or C-27: Landscape Contractor
or C-61/D-59: Limited Specialty/Hydroseed Spraying (*hydroseeding only*)

Truck watering: *No contractors license is required.*

VEGETATION CONTROL

Hand removal of weeds: *No contractors license is required.*

Mowing or weed-whipping: *No contractors license is required.*

Pruning of shrubs or trees less than 15 feet in height: *No contractors license is required.*
(*Pruning of taller trees or shrubs is not permitted under the Adopt-A-Highway Program.*)

Mulching:

A: General Engineering Contractor or C-27: Landscape Contractor

Herbicide Application: *No contractors license is required.*

NOTE: Any person who engages in pest control for hire is required to be licensed by the Department of Pesticide Regulation.

MISSION BELL

Installation of mission bell components (bell, staff, theft-resistant cable, and/or concrete footing):

B: General Building Contractor or C-61/D34: Limited Specialty/Prefabricated Equipment

Department of Pesticide Regulation Requirements

Contractors hired by adopters to perform herbicide application on the State's right-of-way must be licensed by the California Department of Pesticide Regulation (DPR). DPR's licensing requirements vary with the type of business hired and the location of the herbicide application. DPR licenses must be held by an **owner** of the business whose name appears on the Adopt-A-Highway Encroachment Permit. **The Adopt-A-Highway Program does not permit subcontracting.**

HERBICIDE APPLICATION ON HIGHWAY ROADSIDES

Contractor must have a Pest Control Business License **and** have at least one person in a supervisory position that holds a QAL **with** the "C. Right-of-Way" pest control category.

HERBICIDE APPLICATION AT PARK AND RIDES

Contractor must have a Pest Control Business License **and** have at least one person in a supervisory position that holds a QAL **with** the "C. Right-of-Way" pest control category.

or

Contractor must have a Pest Control Business License **and** have at least one person in a supervisory position that holds a QAL **with** the "B. Landscape Maintenance" pest control category.

or

Contractor must have a Maintenance Gardener Pest Control Business License **and** have at least one person in a supervisory position that holds a QAL or a QAC **with** the 3. "B. Landscape Maintenance" pest control category.

PEST CONTROL RECOMMENDATION

A Pest Control Recommendation is required by law.

An adopter's plans and schedules must indicate that herbicides will be used, but the Pest Control Recommendation (detailing the type of herbicide and its application rate) is not due until shortly before the herbicides are applied.

Prior to each application, the adopter must submit a Pest Control Recommendation to the District Adopt-A-Highway Coordinator. The Adopt-A-Highway Coordinator will have the Pest Control Recommendation approved by a District Landscape Specialist. Once approved, a copy will be kept in the adopter's file, a copy will be sent to the Maintenance Supervisor, and the original returned to the adopter. After application, a "Pesticide Usage Report" must be submitted to the Maintenance Supervisor.

Only Department-approved herbicides can be applied within the State's right-of-way. Caltrans Districts will provide a list of approved herbicides to adopters. Caltrans' employees will not write pest control recommendations for adopters or their contractors. Adopters must have this service provided by a DPR-licensed, Agricultural Pest Control Adviser.